

NOTES FOR CONTRIBUTORS

of

1. Publications Scheme

Indian Journal of Physics is published monthly, containing 12 regular issues in a year from January to December.

2. Refereeing

All contributions submitted will be refereed. The Board of Editors reserves the right to reject manuscript and to edit a contribution whenever/wherever necessary.

3. Publication Speed

Normally the contributions are published within six months of the acceptance. In order to keep delays to a minimum, it is of utter importance for the authors to follow 'Preparation of Manuscripts' (see below) strictly, before submission of the manuscript. Also the revised version (in the light of referee's comments) of the paper should be returned within a fortnight of the date of receipt. 'Rapid communications' are published within 3 months of the date of acceptance.

4. Preparation and Submission of Manuscripts

The followings are the requirements which should be met before submission of the manuscripts to Indian Journal of Physics.

(i) Manuscript

The original typescript for a full paper should be typed on one side of good quality bond paper, with double spacing and a wide margin. The title page should contain title, author(s), address(es), abstract, PACS Nos. and Keywords. The main text should start on a new page. All pages should be numbered. The paper must be divided into sections starting preferably with 'Introduction' and ending with 'Conclusions'. The main sections should be numbered as 1, 2, 3, etc. and the subsections as 2.1, 2.2, 2.3 etc.

Rapid communication is devoted to the announcement of timely and important results. Contributions to this and Note sections should not exceed 8 typed pages (double spaced), including figures, equations, tables and references. They should follow the same style and format as the full paper except that they need not be divided into sections.

The **Review Article** in frontier topics must be prepared as per format of the full paper. Such article should have a coverage of 25-50 printed pages of the journal. Three copies of the extended abstract along with a plan of the article and short bio-data of the reviewers, must be sent prior to the communication of the review article.

Manuscripts of the **Proceeding** may be submitted (after being refereed and properly edited by the Convener/Guest Editor) in a Camera-ready format. A prior approval from the Board of Editors is, however, required for its publication.

Net amount charged for publication of Proceeding of 100 pages (or part thereof) is Rs. 20,000.00 only which includes free copies to the participants (not exceeding 100).

Manuscript in triplicate, of which one is a clear master copy, should be sent to the Assistant Registrar Mr. S Sahoo, Indian Journal of Physics with a mention of the field under which the paper is being submitted.

Manuscript may also be submitted through an appropriate member of the Board of Editors. In that case, one copy of the manuscript is to be sent to the member concerned and two other copies must be submitted to the Editorial Office with an intimation.

Final version of the Manuscript (after being accepted and edited) must be submitted in a CD (containing the Text in MSWORD / La Tex, and the Figures in Post Script Files) before it is scheduled for publication.

(ii) Title

The title should be brief and yet convey to the informed reader the particular nature of the contents of the paper.

(iii) Address

The Name(s) of the author(s) and address(es) of the institute where the research work was done, should be indicated. The name of the author to whom correspondence is to be addressed, should be underlined. The present address(es) of the author(s), if it is different, may be given as a foot note. E-mail address of the corresponding author must be provided.

(iv) Abstract

An abstract of less than 200 words is required. It should contain the essence of the result achieved.

(v) Keywords and PACS numbers

Appropriate keywords and PACS nos. (Physics and Astronomy Classification Scheme of American Institute of Physics) (not more than six) must be provided for indexing and information retrieval services.

(vi) Text

In the preparation of text, the authors should pay attention to the language (usage of words, grammar and construction of sentences), logical presentation, enumeration of assumptions made, justifications of approximations made *etc.* and all the limitations must be stated whenever and wherever necessary. Moreover, a paper must be self-contained, its presentation being clear, concise and satisfactory.

(vii) Figures

The number of figures should be kept to the minimum. Each figure must be referred to in the text, be numbered and have a caption. The captions should be typed on a separate sheet. The appropriate place of the figure should be indicated in the margin of the text. Axes of figure must be labelled properly. The letterings as well as the essential details be inserted in all the submitted copies. Waste space at the top and bottom should be avoided. After acceptance, electronic files for the figures (Post Script Files) are to be submitted in a CD.

(viii) Tables

Tables should be typed on separate sheets and each table should have a number and a self-explanatory title. Column headings of tables should be brief. Footnotes to the tables, if any, should be identified by superscript letters and placed at the bottom of the table. When papers include extensive tabular material or appendices, which may be of interest to relatively few readers, the material should be deposited with the Editorial Office.

(ix) Formulae

Displayed formula should be numbered; typed or written by hand clearly and unambiguously. Vectors, special symbols, superscript and subscripts *etc.* should be identified with proper signs in the manuscript. Long equations should be avoided as much as possible, by introduction of suitable abbreviations of component expressions. The 'exp' form of complex exponential functions [**Exp $(-kr)$ instead of e^{-kr}**], fractional exponents instead of root signs [**x^a instead of \sqrt{x}**] and solidus (/) for fractions [**a/b instead of $\frac{a}{b}$**] are preferable. International conventions in the choice of symbols, units and notations should be followed.

(x) References

All references referred to text, tables and figures of a manuscript must be combined in a single list, numbered consecutively in their order of first appearance and arranged in the same order at the end of the text material. They should be cited in text by Arabic numerals in square brackets at appropriate places of a sentence, for example [1-5] *etc.* The references cited should be limited to the absolute minimum and the list to be submitted in a separate sheet containing names of all authors ('*et al*' is not allowed). They should be as complete as possible and be presented as follows :

[e] U Fano and A R P Rao *Atomic Collisions and Spectra* (New York : Academic) Vol 1, Ch 2, Sec 4, p 25 (1986)

[7] T Atsumi, T Isihara, M Koyama and M Matsuzawa *Phys. Rev.* A42 6391 (1990)

[11] T Le-Brun, M Lavalloé and P Morin *X-ray and Inner Shell Processes* (AIP Conf. Proc. 215) (eds) T A Carison, M O Krause and S Manson (New York : AIP) p 846 (1990)

[14] S B Hansen, K B MacAdam and L G Gray *12th Int. Conf. on Atomic Physics* (Ann. Arbor) Abstracts px-12 (1990)

[15] H Pauly *Atomic and Molecular Beams Methods* (eds) G Scoles, D Bassi, U Buck and D Laine (London : Oxford University Press) p 83 (1988)

[19] W Fritsch (private communication) (1988)

[21] K B MacAdam (to be published) (1991)

[23] T Roy *PhD Thesis* (University of Calcutta, India) (1992)

(xi) Footnotes

As far as possible, footnotes should be avoided.

(xii) Appendices

All appendices should be numbered consecutively and typed on separate sheets.

Manuscripts which do not conform to these conventions are returned to the authors immediately.

5. Proofs and Reprints

Proofs sent to the author for essential corrections together with a reprint order form must be returned to **the Staff Editor (Technical Officer-I) Mr A N Ghatak, Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Kolkata-700 032, India within two days from the date of receipt.** There is no page charge. **A Complimentary copy of the Journal and 10 (ten) copies of the reprints will be**

sent to the Corresponding Author, free of charge. However, extra copies of reprints (with/without cover) may be ordered with remittance in advance at the following revised rates (from January 2000 onwards):

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	Inland	: Rs 250.00 per page/colour or 50 copies or part thereof.

If the corrected proof and reprint order are not received in time, later request for any correction or more reprints cannot be complied with.

6. Corrections and Modifications

Authors are requested to exercise utmost care in preparation of manuscripts so that there is little need to incorporate alterations at the Final stage. Extensive modifications at this stage are not allowed.

7. Correspondence

All correspondences regarding the manuscripts should be sent to the *Associate Editor (Scientist-III) Dr. (Mrs.) K K Datta, Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Kolkata-700 032, India* with full reference to the paper concerned i.e. the name(s) of author(s), the full title and the reference number (given by the Editorial Office).

IMPORTANT INSTRUCTIONS TO THE CONTRIBUTORS

The authors are requested to include the following important Information in their Covering Letters submitting the papers to Indian Journal of Physics.

- (i) The mailing address of the Corresponding Author with E-mail, Fax and Phone Nos.
- (ii) A list of Potential Referees with postal and e-mail addresses for the submitted Manuscript.
- (iii) The specific Field under which the Manuscript is to be placed.
- (iv) Whether the Manuscript should be published as (a) Review, (b) Full paper, (c) Short note, (d) Rapid communication.
- (v) Justification if the Manuscript is to be published as a Rapid Communication.

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Demand draft (D/D) to be drawn in favour of "*Indian Association for the Cultivation of Science*", and this along with other relevant enquiries should be sent to the *Assistant Registrar, Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Kolkata-700 032, India*.

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